



Invites Applications for:

Recreation Leader

Part-Time Temporary Employment
No Benefits

Final Filing Date: Open & Continuous

THE POSITION

The City of American Canyon’s Parks & Recreation Department invites energetic, creative and responsible individuals to apply for the position of Recreation Leader. Recreation Leaders may be asked to provide recreation leadership, supervision, and assistance in various recreation programs, including day camp, youth and adult sports, and special events.

MINIMUM QUALIFICATIONS

Experience & Education:

Previous experience is desired but not required.

Certificates:

Possession of, or ability to obtain, current certificates in Adult CPR/AED, Child CPR and First Aid. Must be acquired, and an original presented to the Human Resources Department before hire.

A certificate showing that within the last two years you have been examined and found to be free of communicable tuberculosis (“TB”). A TB skin test is the required testing mechanism to obtain a TB Clearance Certificate.

Work Permit:

Possession of, or ability to obtain, a Work Permit – “Certificate of Age” before beginning work if under 18 years of age.

THE SELECTION PROCESS

The City of American Canyon application and supplemental questionnaire must be submitted. To apply, please visit www.cityofamericancanyon.org (Just click Departments & Services/Human Resources/Job Opportunities).

Based on a review of qualifications and the supplemental application those applicants determined to be the most qualified will be invited to an oral interview.

Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education.

After a Conditional Offer of employment is made, applicants may be required to complete and pass a drug screen. Conditional Offers of employment will be made and contingent upon successful completion of Livescan Fingerprinting. The resulting report of conviction history (if any) will be used to determine whether the nature of the conviction (or arrest, in limited circumstances) will disqualify you as a candidate based on the specific requirements of the position to which you are applying. If selected for fingerprinting, the hiring department will contact you to schedule an appointment.

Veteran's Preference- view City Policy at <http://www.cityofamericancanyon.org/city-departments/administrative-services-human-resources/job-opportunities>

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of Release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of American Canyon will afford veteran preference over other candidates.

COMPENSATION AND BENEFITS: Hourly Rate: \$12.00-\$14.58; No Benefits

This publication can be made available in alternative formats for persons with Disabilities by calling (707) 647-4361 (Voice) or 711 for the California Relay Service or emailing the ADA Coordinator, Carmela Santos at csantos@cityofamericancanyon.org.

Please allow 72 hours for your request to be process.

The City of American Canyon is an Equal Opportunity Employer.

City of American Canyon
Recreation Leader Supplemental Application

1. The Recreation Leader organizes and carries out a variety of activities at a park, recreation facility, or center. Why are you interested in this position?